

2014 Clock Hour Review Checklist

DHSS approved clock hours can be verified by records that are:

- on a Program Training Report generated from OPEN's Toolbox. **Training reports can be printed on the Toolbox website. Owners or directors can set up the facility's Toolbox account on the Toolbox website using the instructions on page 6 and 7.**
- on a MOPD Registry Member Training Report from OPEN's Toolbox. **Only registry members with Toolbox accounts can print individual clock hour reports.**
- documented with a 13-character approval code from the Missouri Workshop Calendar (MWC) which can be verified by DHSS.
- on the MWC "Online on demand" tab. **See complete list, page 2.**
- conferences listed on the MWC "Pre-approved national" tab. **See complete list, page 3-4. Questions about national conferences not on this list should be directed to CCTraining@health.mo.gov.**
- Child Development Associate (CDA) credentials and Youth Development Credentials (YDC) are credited for 12 clock hours for the calendar year in which the initial or renewal certificate was received. **Copies of certificates accepted.**
- child related college credits earned and reported on a transcript from an accredited college or university. **See college credit guide, page 5.**

Documentation types below are acceptable for 2014, but all 2015 clock hours must meet one of the criteria above.

- documented with a DHSS approval number that is not from the MWC.
- sponsored by Local Public Health Agency or Fire Safety staff. **CCHC, Sanitation, Food, etc.**
- provided by DHSS staff.
- from the 2014 Conference on the Young Years **2015 CYV attendance reporting method will be announced at a later date. Please inquire with DESE staff if you wish to receive clock hours for 2015's CYV.**

- Questions about clock hour training may be addressed to CCTraining@health.mo.gov.
- Documentation of 2014's clock hours is required at the first inspection of 2015. Violations will be corrected when the facility provides follow up documentation confirming the completion of 12 hours of approved training for each staff member. Clock hours for staff beginning employment during 2014 are prorated to one clock hour required for every month in which the staff member was employed at least one day. Hours are not prorated for facilities not operating year-round or staff working intermittently.
- If a certificate is missing the 13-character approval number, the **child care provider** is responsible for contacting the trainer to inquire about the approval status of a training and to request the 13 character approval code for the training session. The **child care provider** may request that the trainer submit a training application for retroactive approval.
- If a trainer wishes to seek retroactive approval for a training that has already been completed, the trainer should complete the clock hour training approval process described on the child care trainer information website at <http://health.mo.gov/safety/childcare/trainerinfo.php>.
- If the trainer chooses not to complete the approval process, that training session will not be counted.

Online On Demand Approved Training

Certificates for online on-demand trainings may not have an approval number. Training on this list may be applied to clock hours when documented on the Toolbox training report or with a certificate issued by the training organization. Organizations with a **“2015 Pending” status are not yet approved for 2015 clock hour credit.** Check the Calendar in 2015 to determine approval status before completing those training modules.













MOPD Registry members may send online certificates ONLY from modules marked by: 

The approval code, which will be found on the MO Workshop Calendar’s “Online on demand” tab beginning in 2015, must be clearly written on the certificate, along with the individual’s MOPD ID number.

OPEN receives “Online on demand” training completion records directly from the training organization for those modules without the OPEN logo.

Contact OPEN at 573-884-3373 for information about the MOPD Registry.

Send certificates or other documentation to OPEN at: Fax: 573-884-4627 or Email: openinitiative@missouri.edu or Mail: 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280.

Sponsoring Organization	Title	Hours
CACFP 	A Call to Action; Healthy Nutrition Environment; Infant Planning; Meal Patterns; Menu Planning; Nutrition 101; Nutrition Overview; Purchasing Food in the CACFP—Parts 1-3; The Nutrition Environment	Varies
Care Courses	All modules (2015 Pending; check MWC)	Varies
Child Care Aware of America/Bright Horizons	All modules (2015 Pending; check MWC)	Varies
Child Care Education Institute	All modules	Varies
Child Care Lounge	All modules (2015 Pending; check MWC)	Varies
Children’s Trust Fund 	Strengthening Families Modules	Varies
CypherWorx MOSAC2 Learning Lab	All modules	Varies
DHSS	Disaster and Emergency Preparedness	1
DHSS	Immunization411 Modules	Varies
DHSS	Inclusion411 Modules	Varies
Early Sprouts	All modules (2015 Pending; check MWC)	Varies
FEMA 	Active Shooter: What You Can Do	1
FEMA 	Multihazard Planning for Child Care	2
FEMA 	Planning for the Needs of Children in Disasters	4
Healthy Futures 	Medication Administration in Early Education and Child Care	2
Healthy Futures 	Preventing and Managing Infectious Diseases in EE & CC	3
Healthy Child Care America 	Reducing the Risk of SIDS in Early Education and Child Care	1
Justus ECE PD	All modules (2015 Pending; check MWC)	Varies
Little Butterfly Educare	All modules (2015 Pending; check MWC)	Varies
ProSolutions Child Care Training	All modules (2015 Pending; check MWC)	Varies
Quality Assist	All modules (2015 Pending; check MWC)	Varies
ServeSafe	ServeSafe Food Handler (2015 Pending; check MWC)	Varies
Texas A&M Extension	All modules (Will NOT be approved in 2015)	Varies
Thompson Center for Autism 	Understanding Autism in Young Children	1
Thompson Center for Autism 	Autism Spectrum Disorders: Screening and Referral	1
Thompson Center for Autism 	Autism Spectrum Disorders: Evidence-Based Practice/Interventions	1
Thompson Center for Autism 	Building Family Professional Partnerships	1

MWC Pre-approved national conferences

National conferences must be documented by certificates. National conference certificates will not have an approval number. Conferences must have been attended in person. Send questions about conferences not appearing on this list to CCTraining@health.mo.gov.

MOPD Registry members may email, mail, or fax pre-approved national conference certificates to OPEN for entry into the registry member's record. Fax: 573-884-4627 Email: openinitiative@missouri.edu Mail: 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280. Contact OPEN with Registry questions at 573-884-3373 with questions.

Sponsoring Organization	Conference Name
American Montessori Society	AMS Annual Conference
BOOST Best Out-Of-School Time Collaborative	BOOST Conference
Boulder Journey School	Summer Conference
Chicago Metro AEYC	Opening Minds Conference
Child Care Aware of America (CCA)	Policy Symposium
Council for Exceptional Children (CEC)	Convention and Expo
Crisis Prevention Institute, Inc (CPI)	Non-Violent Crisis Intervention Instructor Certification Program
Division for Early Childhood (DEC)	International Conference on Young Children with Special Needs and their Families
Florida Center for Inclusive Communities and Technical Assistance Center on Social Emotional Interventions (TACSEI)	Addressing Challenging Behavior: National Training Institute on Effective Practices
High Scope	Annual International Conference
Kids Included Together (KIT)	International Conference on Inclusion
Midwest Association for the Education of Young Children (AEYC)	Midwest Leadership Conference
Montessori Educational Programs International (MEPI)	MEPI International Conference
National After School Conference	Anniversary Annual Convention
National Association for Child Care Providers (NACCP)	How Successful Directors Lead National Conference
National Association for the Education of Young Children (NAEYC)	NAEYC Public Policy Forum
National Association for the Education of Young Children (NAEYC)	Annual Conference and Expo
National Association for the Education of Young Children (NAEYC)	National Institute for Early Childhood Professional Development
National Association of Child Care Resource and Referral Agencies (NACCRRA)	National Policy Symposium
National Association of Family Child Care (NAFCC)	National Conference
National Association of Regulatory Administrators (NARA)	Annual Licensing Seminar
National Child Care Association (NCCA)	Jazzing up our Leadership Style Conference
National Coalition of Campus Child Care Centers (NCCCC)	Annual Conference and Professional Institute
National Community Education Association	Annual Conference

MWC Pre-approved national conferences (continued)

Sponsoring Organization	Conference Name
National Early Childhood Technical Assistance Center and FPG Child Development Institute	National Early Childhood Inclusion Institute
National Head Start Association	National Head Start Manager and Director Academy
National Head Start Association	National Birth to Five Leadership Institute
National Head Start Association	Leadership Institute
National Head Start Association	Annual Head Start Conference
National Head Start Association	Annual Head Start Parent Conference and Family Engagement Institute
National Summer Learning Association	National Conference
Nature Explore and Outdoor Classroom Project	Leadership Institute
Parents as Teachers (PAT)	Conference (for Early Childhood Professionals)
Parents as Teachers (PAT)	Foundational Training
Pearson Education, Inc	National Early Childhood Summer Institute
Smart Start - National Technical Assistance Center	Smart Start National Conference
US Department of Education, 21st Century Community Learning Centers	Summer Institute
West Ed	The Program for Infant/Toddler Care (PITC) Trainer Institute
Zero to Three: National Center on Infants, Toddlers and Families	National Training Institute

Viewing and Printing MOPD Training Reports

- Child Care Facility Specialists (CCFS) will attempt to print a facility's Program Training Report from the Toolbox website prior to the on-site inspection. It would be helpful if facility director/owners would make sure their DVN is "set up" on the Toolbox website so their staff records will appear on the report.
- The first step in making sure all staff records are listed on a facility's Toolbox report is for each staff person requiring clock hours to obtain a MOPD. Individuals may obtain a MOPD ID at www.mopdid.org or by contacting OPEN at 573-884-3373 or openinitiative@missouri.edu. The MOPD ID should be given to the trainer or entered when taking online training (when possible) in order to create the electronic record of the training attended. A MOPD ID is necessary in order to create training records for reports on the Toolbox website.
- If a director/owner/family home provider needs help setting up their facility (DVN) on OPEN's Toolbox website, view the **"How to add staff MOPD IDs to a DVN" guide available at www.health.mo.gov/childcare/training.php, or on page 6-7 of this document.** The provider is not *required* to set up the facility (DVN) in the Toolbox, but it is necessary to do so to view the facility's staff training records.
- Training records will only be visible in the Toolbox if the DVN has been set up on the Toolbox website.

Child-related College Credits

College credits must appear on an official college transcript issued by an accredited college or university. Copies of an official transcript will be accepted.

MOPD Registry members may email, mail, or fax official college transcripts (or copy) to OPEN for entry into the registry member's record. Fax: 573-884-4627 Email: openinitiative@missouri.edu Mail: 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280. Contact OPEN with Registry questions at 573-884-3373.

Generally, most courses in the following areas will be accepted for clock hour training:

ECE – Early Childhood Education

EDU – Education - Elementary or Middle School only (*Secondary/High School not accepted*)

HDFS – Human Development and Family Studies (child-related only)

CDFS – Child Development and Family Studies (child-related only)

Some courses, such as Child Psychology, may be listed in the Psychology (PSY) area or another area outside of those listed above. If it is unquestionably child related, it will be counted toward clock hours.

The courses below are samples of accepted child-related courses. To inquire if a course will be accepted for clock hours, email the department/course code, course description, and the name, city, and state of the institution to CCTraining@health.mo.gov.

Child/Adolescent Growth and Development

Child Development
Principles of Development in Early Childhood
Introduction to Early Childhood Special Education
Emergent Language/Literacy in Early Childhood
Normal Language Acquisition
Child Psychology
Educational Psychology

Learning Environment and Curriculum

Art for Elementary Teachers
Elementary School Music
Music for the Classroom Teacher
Curriculum Development for Early Childhood Professionals
Curriculum for Early Childhood Education
Introduction to Elementary Education
Math Methods for Elementary Teachers
Physical Education for Elementary Teachers
Creative Movement for Early Childhood
Aiding: Kindergarten
Supervised Teaching – Elementary Student Teaching – Special Education
Children's Literature
Foundations of Reading Instruction
Teaching Social Studies in Elementary School
Science Methods for Elementary Teachers
Communication Disorders
Special Education

Learning Environment and Curriculum (continued)

Special Education
Technology in the Classroom

Child/Adolescent Observation and Assessment

Early Childhood Assessment
Educational Evaluation for the Exceptional Child

Families and Communities

Multi-Cultural Study: Child and Family
Counseling Parents of Exceptional Children
Teacher/Parent Interactions
Utilizing Community/Family Resources
Parent-Child Relations Family Counseling

Health Safety and Nutrition First Aid Nutrition, Health & Safety Health Education for Elementary Teachers Child Abuse Intervention

Interactions with Children/Youth

Counseling Psychology

Program Planning and Development

Elementary Administration
Management of Child Care Centers

Professional Development and Leadership

Child & Family Advocacy

CLOCK HOUR TRAINING CREDIT: One (1) college credit equals fifteen (15) clock hours. Clock hours may not be carried over to the following year.

HALF-CREDIT COURSES: SCCR will count college courses that are partially child-related for half credit. These courses include General Psychology, General Sociology, Lifespan Human Development, and others. To inquire if a course will be accepted for clock hours, email the department/course code, course description, and the name, city, and state of the institution to CCTraining@health.mo.gov.



TOOLBOX: ADDING STAFF MOPD IDs TO A DVN

For directors, family home providers & owners

Training records are created when trainers collect a participant's MOPD ID at a training session then enter the MOPD ID into the Missouri Workshop Calendar. If the trainer does not enter the MOPD ID, the training will not appear on training reports. Training records are connected to an individual's MOPD ID. The facility's DVN must be set up on OPEN's Toolbox website by adding MOPD IDs to the DVN to see staff/assistant training records. MOPD IDs can be obtained or looked up at www.mopdid.org. See instructions below.

QUESTIONS about any part of this process should be directed to OPEN:

573-884-3373 openinitiative@missouri.edu

- 1) Create an account on OPEN's Toolbox. Google "open initiative" and click on "Toolbox Login/ Create Account." Then click "Create a Toolbox Account Now." Record your ID _____ and Password _____.
- 2) Log in to the Toolbox account.
- 3) Click "Permissions Agreement" form at bottom of page.
- 4) Print and complete the Permissions Agreement form and return to OPEN by fax at 573-884-4627 or by email at openinitiative@missouri.edu. OPEN will verify that the individual is associated with that DVN as the owner, director, training coordinator, etc. Multiple individuals may be granted permission for one DVN and one individual may have permissions for multiple DVNs. There will be a waiting period while OPEN reviews the request. Contact OPEN to check on the status of your request.

OPEN WILL CONTACT THE INDIVIDUAL BY EMAIL ONCE PERMISSION IS GRANTED

- 5) After permission is granted, log in to the Toolbox.
- 6) Click on Program Data and select Manage My Staff. If the Program Data tab is not shown, this indicates your permission has not yet been granted.



- 7) Click Add.

MOPD ID	Last Name	First Name	Title	Hourly Wage	Months/Year	Hours/Week	Start Date
829944	Sample	Abby	Program Director	\$0.00	12.00	40.00	10/11/2012
829949	Sample	Betty	Lead/Head Teacher	\$0.00	12.00	40.00	10/11/2012
829950	Sample-Sample	Cutie	Assistant Teacher	\$0.00	12.00	40.00	10/11/2012
829951	Sample-Sample	Dottie	Lead/Head Teacher	\$0.00	12.00	40.00	10/11/2012
812288	Smith	Terry	Program Director	\$0.00	0	40.00	10/23/2012
830485	Super-Sample	Eddy		\$0.00	0	0	10/26/2012

Add Edit Terminate

8) Enter the staff/assistant's MOPD ID and click Next twice. (It may not respond the first time, so please click twice.)

Welcome Terry Smith (812288) [Log Out](#)

MOPD Registry After School **Program Data** Core Competencies My Reports User Options

About My Program | Manage My Staff | Program Reports | Missouri Afterschool Program Standards

Add Staff ABC Sample Center

Personal Information

MOPD ID:

Or

Last Name: First Name: Middle Name:

Date of Birth: Last 5 SSN:

Next **Cancel**

9) Ensure the proper name appears and **enter the staff/assistant's start date**. Click Save. Staff members' titles, hourly wages, and other information may optionally be entered to maintain facility records.

Add Staff ABC Sample Center

Personal Information ?

Last Name: Foulkes First Name: Teresa Middle Name: D.

Date of Birth: 7/15/1972

Employment Information ?

Start Date: 04/29/2013 Hourly Wage: 0.00 Months/Year: 0

Title/Position Information ?

Add Title

Save **Cancel**

10) Repeat for additional staff.

11) If an individual is no longer working at the facility, remove them by clicking on the row with their name, then clicking "Terminate" at the bottom of the screen.

HOW TO RUN PROGRAM TRAINING REPORTS

For best results, use INTERNET EXPLORER OR FIREFOX to run training reports. GOOGLE CHROME DOES NOT support the reports as well.

- A) Log in to the Toolbox.
- B) Select the "Program Reports" tab.
- C) Select "Program Training" report from the dropdown box.
- D) Select the year.
- E) Click "Launch Report."
- F) The report may take a minute to run. Problems with running the report should be directed to OPEN at 573-844-3373 or openinitiative@missouri.edu.